

# **Fresh Fruit and Vegetable Program (FFVP)**

## **Frequently Asked Questions**

### **Funding/Reporting**

#### **1. What will be the duration of the program?**

The program agreement will be in effect for 12 months from July 1, 2008 through June 30, 2009. All program funds must be obligated and all program activities (other than activities relating to the close-out of the grant) must be completed by June 30, 2009.

#### **2. How will the funds be distributed?**

Funds will be distributed as reimbursement based on claims submitted.

#### **3. What types of reports will be required and what paperwork should the schools keep?**

As in the NSLP, claims will be due to ADE by the 10<sup>th</sup> of the following month. Schools are expected to retain paperwork to support their claim for reimbursement, including invoices and receipts, for three years after the fiscal year for which they pertain.

#### **4. Are the FFVP funds subject to audits?**

Yes. As with any federal program, the FFVP is subject to all program requirements, including audits.

### **General**

#### **5. When should the fruits and vegetables be made available?**

The fruits and vegetables may be made available at any time during the school day including during meal service periods which includes any after school snack service. Schools may offer them in classrooms, hallways, as part of classroom activities such as nutrition education, on buses, before and after school, and in the food service area, including the cafeteria. However, fruits and vegetables offered during meal services in the cafeteria cannot replace similar items offered as part of reimbursable school meals and after-school snacks. Generally schools must offer the produce to all children in the school and not, for example, as a reward for the lowest absentee rate. However, produce may be offered on alternative days to different grades or to one class at a time for nutrition education purposes because, at some point, all children would have the same access.

**6. Can the fruits/vegetables be provided at parent/teacher conferences? At other functions such as “Grandparent Day” or an evening or weekend program where most of the building's children gather but neighborhood children also attend?**

The function must be connected to a school activity in which the children who normally attend the school are involved. The FFVP cannot be operated only for adults. However, schools may offer a limited amount of fruits and vegetables at, for example, an evening parents’ meeting to introduce the FFVP to parents. Schools cannot use FFVP funds to purchase “gifts” such as fruit baskets that would be distributed to students’ families or to school personnel as a means to promote consumption of fresh fruits and vegetables.

**7. Can fruits and vegetables be offered after school?**

Free fruits and vegetables may be offered after school under the FFVP in addition to the snack service of the National School Lunch Program as well as during school sponsored student athletic programs, club meetings, and other student activities.

**8. There is a non-school-district sponsored Head Start program operating in a high school that was selected for the FFVP. Are the Head Start children eligible to participate in the FFVP?**

Any child in the building during the time the FFVP is in daily operation may participate.

**9. May split session kindergarten classes in the Special Milk Program participate in the FFVP?**

Yes.

**10. Can the FFVP be used in other programs such as during a summer school program or in a year round school?**

The FFVP is intended to primarily support the NSLP and SBP. However, produce purchased under the FFVP may be offered to children participating in other Child Nutrition Programs to the extent that the other CN programs operate at a school facility and do not diminish to any great extent the primary support to the NSLP and SBP.

**11. Can teachers and school personnel take the produce offered?**

The FFVP must be targeted to the students. However, teachers and school staff may consume the produce since they serve as models for behavior to encourage consumption of produce by students.

**12. May more than one distribution technique be used in the same school?**

Schools are encouraged to develop innovative and varied methods to offer the fruits and vegetables to students. Schools may want to have different methods based on the ages of the students, such as classroom distribution for younger students and hallway distribution for older students.

**13. What may be done with leftovers?**

Food purchased with FFVP funds should be used in the FFVP. Any leftovers should be recycled in accordance with board of health requirements. The first priority for leftovers is use in the FFVP. However, if leftovers cannot be easily used in the FFVP, they may be used in the meal programs or transferred to a homeless shelter in accordance with applicable board of health requirements.

**14. Can students take the fruits and vegetables out of the school (e.g., on the bus, on the playground, home)?**

Consistent with school policy, students may take the food out of the school.

**Foods**

**15. Must only fresh fruits be offered in the FFVP?**

Yes, however, schools may offer dried fruits as well as fresh fruits.

**16. Is “fruit leather” allowed?**

No.

**17. Must only fresh vegetables be offered in the FFVP?**

Dried vegetables are not an allowable expense.

**18. Are there any requirements for serving sizes?**

No. However, the servings offered should be appropriate for the age and consumption pattern of participating children.

**19. Can commodities be used in the FFVP?**

Yes; dried and fresh fruits offered as commodities, or commodity items such as peanut butter used with produce may be used in the FFVP.

**20. Can FFVP funds be used to purchase fruits and vegetables through Department of Defense's (DOD) Fresh or DOD Farm to School program?**

Yes.

**21. Can trail mix, which may include nuts, be offered? Can popcorn be added to a dried fruit mix? Can corn nuts, soybeans, and sunflower seeds be offered?**

Popcorn, nuts, corn nuts, etc. may be added to a mix that is predominantly dried or fresh fruit.

**22. Is it allowable to have a type of dip offered with cut-up fresh vegetables like celery, carrots, etc.? Must the dip be yogurt-based?**

Yes, dip is allowed in minimal amounts. Please keep in mind that the FFVP is trying to provide healthful snack alternatives for children. The dips provided should be carefully chosen, so we would encourage but not require dips that are yogurt-based.

**23. Can a fresh fruit or vegetable pizza, coleslaw or other salads be offered in the FFVP?**

Because such dishes are not readily considered as fresh fruits and vegetables, they may be offered only in conjunction with a nutrition education activity. Please see question and answer # 33 for guidance on preparing these types of dishes in conjunction with a nutrition education activity.

**24. Can full-strength fruit juice be offered?**

Freshly squeezed juice may be offered no more than one time per week. Schools need to ensure that all necessary food-safety precautions are taken if they choose to serve freshly squeezed juice. Other types of juices are not allowed.

**25. Can fresh fruit be used to make smoothies to serve to students?**

Smoothies made with fresh fruit may be offered no more than one time per week, the same policy for freshly squeezed juice set forth in question and answer # 24.

## **Allowable Costs**

**26. What are allowable costs under the FFVP?**

Under the FFVP costs are broken out as Operating Costs and Administrative Costs.

Operating Costs are such items as food, value added items, dips etc., small supplies e.g. napkins, paper plates and the like, and labor costs directly related to the preparation or serving of the fresh fruits and vegetables.

Administrative Costs are such costs as equipment purchases; leasing and labor costs **not** related to the preparation and serving of fresh fruits and vegetables, (subject to the 10% limit). Please keep in mind that Congressional intent and primary purpose of the FFVP is to provide fresh fruits and vegetables to school children, and this purpose should not be diminished.

**27. Can schools purchase non-domestic fruits and vegetables with FFVP funds?**

The “Buy American” requirement in the National School Lunch Program (as provided in 7 CFR 210.21(d)) applies to purchases made with FFVP funds. Schools must follow the same policies. Produce such as bananas, which is generally not available as a domestic product may be purchased even though it is not domestic. Schools needing additional guidance on specific purchases should contact ADE for assistance.

**28. Is the ten percent limit on administrative funds based on the total allocation received or on the amount of program funds actually spent?**

The ten percent is based on the total allocation approved for the school. Establishing this predetermined amount of funding for administration of the program allows schools to adequately plan for their needs.

**29. Is the cost of labor in preparing and serving fruits and vegetables considered an administrative cost or an operating cost? Can student labor be paid from FFVP funds?**

Student labor for example, vocational education work study programs or student organizations, used to prepare and offer the fruits and vegetables are allowable operating costs.

**30. May part of the 10% administrative funds be used for costs such as a field trip to an orchard or a farm market or for planting a garden or orchard at the school?**

Schools wishing to expend funds for such projects should consult with ADE to determine if use of funds for such projects is warranted as a means to encourage and promote consumption of fruits and vegetables. Such projects should occur on a very limited basis.

**31. Can the funds be used for nutrition education?**

Schools are encouraged to conduct nutrition education. Within the limits for use of funds for administrative costs, schools may purchase nutrition education materials. However, funds cannot be used to develop new materials.

**32. Can ADE retain a percentage of the funds?**

No, the funds are exclusively for schools.

**Food Cost Issues**

**33. Can fresh fruits or vegetables be purchased with FFVP funds and prepared as part of a cooking demonstration and served to children in a slaw, salad or other dishes?**

On a limited basis as a means to introduce children to preparing and consuming fresh/dried fruits and/or fresh vegetables, FFVP funds may be used as part of this type of nutrition education activity.

**34. Four cases of bananas are purchased for the FFVP. Three of the cases are used but one is not and cannot be held over the weekend. The case that is not used for the FFVP will be used in the lunch program. Should the cost be charged to the lunch program or to the FFVP?**

Food purchased with FFVP funds should be used in the FFVP. Any leftovers should be recycled in accordance with board of health requirements. The first priority for leftovers is use in the FFVP. However, if leftovers cannot be easily used in the FFVP, they may be used in the meal programs or if that is not practical transferred to a homeless shelter in accordance with applicable board of health requirements.

**35. Can schools purchase value added or enhanced products?**

Yes, funds may be used to purchase products that include dip, sliced, individually bagged fruits and vegetables, etc. The cost of these enhanced items would be included as part of the food cost.